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MASTER S E C R E T *COPY FOR*

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UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM IV - INSTALLATIONS

Terms of Reference

I. PROBLEM GROUP OBJECTIVE

To develop a uniform format(s) for the identification of
physical installations and geographic features of intelligence
interest to facilitate the processing and exchange of intelligence
information and documents thereon.

II. INITIAL PROBLEM PARAMETERS

A. SCOPE

Task includes determination of identifying elements
and methods of representation for all types of
physical installations and geographic features including
all sources and systems of intelligence interest.

B. CHARACTERISTICS

1. Format(s) will provide for variety of interests (e.g.,
information processing, dissemination, collection
guidance, installation analysis, etc.).

2. Format(s) structure will provide for inclusion of
identifying elements in a variety of information
processing systems (manual, EAM, EDP, etc.).

3. Format(s) will allow both for inclusion of
identifying elements from machine structured and
indexed narrative systems.

C. CONSTRAINTS

1. Format(s) must be restricted to those elements in
common use both in the field and in Headquarters.

2. Format(s) must be compatible with the general systems
of reporting and processing.

Group I
Excluded from automatic
downgrading and
declassification.

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III. INITIAL PROBLEM GROUP TASKS

    1. Identify and list common and unique information elements and compare principal characteristics of present installation identification systems.

    2. Describe principal characteristics of a uniform installations identification format(s).

    3. Make rough estimate of volume of existing installation identification formats and files, and outline impact of uniform format on present generating and processing systems, appraise the probable benefits of the application of a uniform system.

    4. Prepare recommendations for CODIB and determine additional tasks.

IV. MEMBERSHIP

    Participants should have ~~full~~ *appropriate* security clearances and the group should have working knowledge of reports and systems concerning installation descriptions in DIA/SAO, DIAMS, DIAAP-1, AMS/DESPA, Navy, ACIC, SAC, NPIC, OCR/CIA, & NSA.

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